

**SCOPE OF SERVICES AND FEE PROPOSAL  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SIDEWALK  
DESIGN, PERMITTING & CONSTRUCTION  
CITY OF NEW PORT RICHEY  
08/24/23**

**I. PROJECT SCOPE**

**Description**

The City of New Port Richey (City) has received a grant in the amount of \$973,986.00 from the U.S. Department of Housing and Urban Development for the purpose of establishing 10,602 linear feet of a six-foot-wide sidewalk system in various locations around the City (see attached map). The grant is administered by the Florida Department of Economic Opportunity.

The City has requested Environmental Consulting & Technology, Inc. (Engineer) to assist the City by providing engineering services to include: topographical studies, design, preparation of bid specifications, administration of bid process, construction inspection for maintaining compliance with the requirements of the Community Development Block Grant (CDBG) Project, review of applications for payment when portions of work have been completed, and related activities for the City's Florida Small Cities Community Development Block Grant (CDBG) project in the Coronavirus (CV) application cycle. Based on the above background discussion, the following specific tasks and services are anticipated for this project, and are included in this Scope of Services:

**1. PROJECT INITIATION**

**Task 1A. Project Kick Off Meeting**

The Engineer will attend a remote kick-off meeting on Teams with the City to review the project objective, scope, methodology, data availability, and other issues. Project meeting minutes will be prepared by the Engineer and submitted to the City within a week of the meeting.

**Task 1B. Review of Grant**

The Engineer will review the Community Development Block Grant (CDBG) reporting and other requirements and discuss the requirements with the City to determine responsibility for the grant administration.

**Task 1C. Data Collection**

The Engineer will gather background information needed to complete the project. The Engineer will acquire available data from the City and other data sources, including plans, permits, reports, studies, maps, GIS data and other relevant information. In addition, the Engineer will conduct a field review of the project limits with the City.

**Task 1D. Survey Coordination**

The Engineer will coordinate with the survey subconsultant (Northwest Surveying, Inc.), a licensed professional surveyor, to provide a detailed topographic survey of the project area. The survey will include:

1. Topographic survey including:
  - a. Visible features (pavement, curbs, sidewalks, walls, fences, power poles, fire hydrants, trees, etc.)
  - b. Locate and obtain elevations of existing drainage facilities.
  - c. Locate visible evidence of subsurface utilities (marker posts, pull boxes, valve boxes, manholes, etc.)
  - d. Major landscape and trees greater than 8” at DBH
  - e. Prepare a digital terrain model with grade elevations provided at least every 50 feet
2. Establish Project Control utilizing VRS GPS and leveling techniques
  - a. Horizontal coordinates will be referenced to Florida West Zone, North American Datum of 1983, adjustment of 2011. Vertical control will be based on North American Vertical Datum of 1988.

All work shall be performed in accordance with the minimum requirements of Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

**Task 1E. Utility Identification**

The Engineer will identify existing utilities in the project limits from field reviews, survey and existing maps. A listing of the utilities and the utility contacts will be prepared.

**2. PRELIMINARY DESIGN**

**Task 2A. Pre-Application Meeting**

The Engineer will meet remotely on Teams with the Southwest Florida Water Management District (SWFWMD) to determine permitting requirements for the project.

**Task 2B. Preliminary Design**

The Engineer will review existing drainage issues, driveways, right-of-way (ROW) issues, utilities, etc. in the project limits and develop a preferred sidewalk design location.

**Task 2C. Preliminary Costs**

The Engineer will provide preliminary estimated costs for the preferred sidewalk locations for review by the City.

**Task 2D. Preliminary Design Plans and Report**

The Engineer will prepare preliminary design plans and a technical report to document the preliminary sidewalk design. The Engineer will meet with the City to review the final proposed sidewalk locations and technical report.

**3. FINAL DESIGN**

**Task 3A. 60% Plans and Cost Estimates**

Based on the preliminary sidewalk design activities previously completed, the Engineer will prepare detailed 60% design phase construction documents for the selected sidewalk alternative for City review. The construction drawings will include but may not be limited to; a cover sheet, general notes, plan sheets, details, cross-sections, and a stormwater pollution prevention plan

(SWPPP). Construction drawings will be provided in 11" x 17" size at each submittal stage. The Engineer will prepare 60% quantities and a cost estimate for the proposed sidewalk construction.

**Task 3B. Utility Coordination**

The Engineer will submit the 60% plans to the utilities identified in Task 1E for the utility to confirm the utility type, location, and size. The Engineer will coordinate with the City-on-City utility locations and City utility relocation plans. The Engineer will coordinate with other utilities for proposed utility relocations, if required.

**Task 3C. Permit Assistance**

The Engineer will prepare and submit the permit applications, including associated sketches, drawings, and related incidental information required for submittal, to construct the proposed sidewalk as included in the design documents. The Engineer will provide the following services in support of the applications:

- Preparation of an Environmental Resource Permit (ERP) application package with supporting calculations and documents for submittal to the SWFWMD.
- Respond to up to two (2) requests for additional information (RAI) pertaining to the ERP application from the SWFWMD, if required.

**Task 3D. 90% Plans and Cost Estimates**

Based on the comments received on the 60% design plans, the Engineer will prepare detailed 90% design phase construction documents for City review. The documents prepared by the Engineer will include 90% quantities and a cost estimate for the proposed sidewalk construction.

**Task 3E. Final Plans and Cost Estimates**

Based on the comments received on 90% design plans, the Engineer will prepare Final construction documents for City review, including final quantities and a cost estimate for the proposed sidewalk construction. The Engineer will prepare technical specifications for the final design that meet CDBG grant requirements. The City will provide the front-end bidding documents.

**Task 3F. Grant Reporting Administration Assistance**

The Engineer will assist the City and provide progress reports, cost estimates, plans, etc. to meet the CDBG reporting requirements.

**Task 3G. Public Involvement Assistance**

The Engineer will assist the City in preparation for up to two (2) public meetings. The City will provide the meeting locations and coordinate the meeting schedules. The Engineer will provide handouts, presentations, etc. for the meetings.

**4. CONSTRUCTION PHASE SERVICES**

**Task 4A. Bid Assistance**

The Engineer will prepare bid documents for the project and assist the City in the bidding analysis and contractor selection. This includes bid package development, bid

advertisement document, list of bid document requests, bid tabulation summaries and bid recommendation letter.

**Task 4B. Periodic Construction Observation/Field Services** The Engineer will assist the City with the agenda and the Pre-Construction meeting. The Engineer will conduct up to four (4) site visits to observe the work in progress and consult with the City's inspector to monitor conformance with the contract documents. It is anticipated that on-site observation of the work will be conducted by the City's construction inspection staff. This task includes responding to requests for information (RFI) from the Contractor and submittal reviews.

**Task 4C. Project Closeout**

The Engineer will coordinate with the Contractor to confirm that a licensed professional surveyor is retained by the Contractor and utilized to provide an as-built survey of the completed improvements. This survey will be prepared using Florida State Plane West, NAD 83 coordinate system and NAVD88 vertical control. The Engineer will submit a Certificate of Completion to SWFWMD, if required, documenting the completion of the construction activities and verifying that the construction of the improvements is in compliance with the permit conditions.

**Task 5 Project Management**

This task includes time for project management, project coordination, project meetings, and quality assurance/quality control for the proposed tasks. The Engineer will prepare project progress reports accompanying each month's invoice.

**DELIVERABLES**

This Scope of Services is to include the following deliverables:

- Topographic Survey
- Preliminary Design Plans and Report
- 60%, 90%, Final Design Drawings & Cost Estimates
- CDBG Grant Reports
- Permit Application and Correspondence
- Bid Documents
- Record Drawings
- SWFWMD Certificate of Completion.

**ASSUMPTIONS**

This Scope of Services is based upon the following assumptions:

- It is assumed that any title search, easement sketches/descriptions or easement acquisition required will be completed by the City.
- This scope does not include any SUE utility elevation, locations, or survey.
- Geotechnical investigations, if required, will be provided by the City.
- This scope does not include detailed drainage studies, modeling, or stormwater improvements.
- The City will provide the design of all City utilities to be modified or relocated as part of this project (water, sanitary, reclaimed water).
- The private utilities are responsible for adjustments or relocations to accommodate the Project.

- The contractor will provide detailed maintenance of traffic plans for the project to be approved by the City.
- The City will provide contractor stockpile and staging areas.
- It is assumed that the City will provide staff for on-site construction observation for the duration of the construction phase.
- The City is responsible for all permitting fees.

**ENGINEER'S COMPENSATION**

For Task 1 through 5 described above, the City will compensate the Engineer on a lump-sum basis. Compensation to the Engineer for the services included in the above tasks shall not exceed the following:

1.	Project Initiation	\$12,605.00
2.	Preliminary Design	\$23,010.00
3.	Final Design & Grant Administration Assistance	\$70,905.00
4.	Construction Phase Services	\$26,625.00
5.	Project Management	\$11,320.00
	Survey Subconsultant (Northwest Surveying, Inc.)	\$54,265.00
	Expenses	\$770.00
	<b>Total Lump Sum Authorization</b>	<b>\$199,500.00</b>

**ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE**

If required by the Engineer and authorized by the City, additional services related to this Task Order shall be provided by the Engineer for additional professional fees negotiated with and agreed to by the City.

**COMPLETION SCHEDULE**

The estimated completion schedule for the major tasks is shown below. A detailed schedule will be developed following the notice to proceed (NTP).

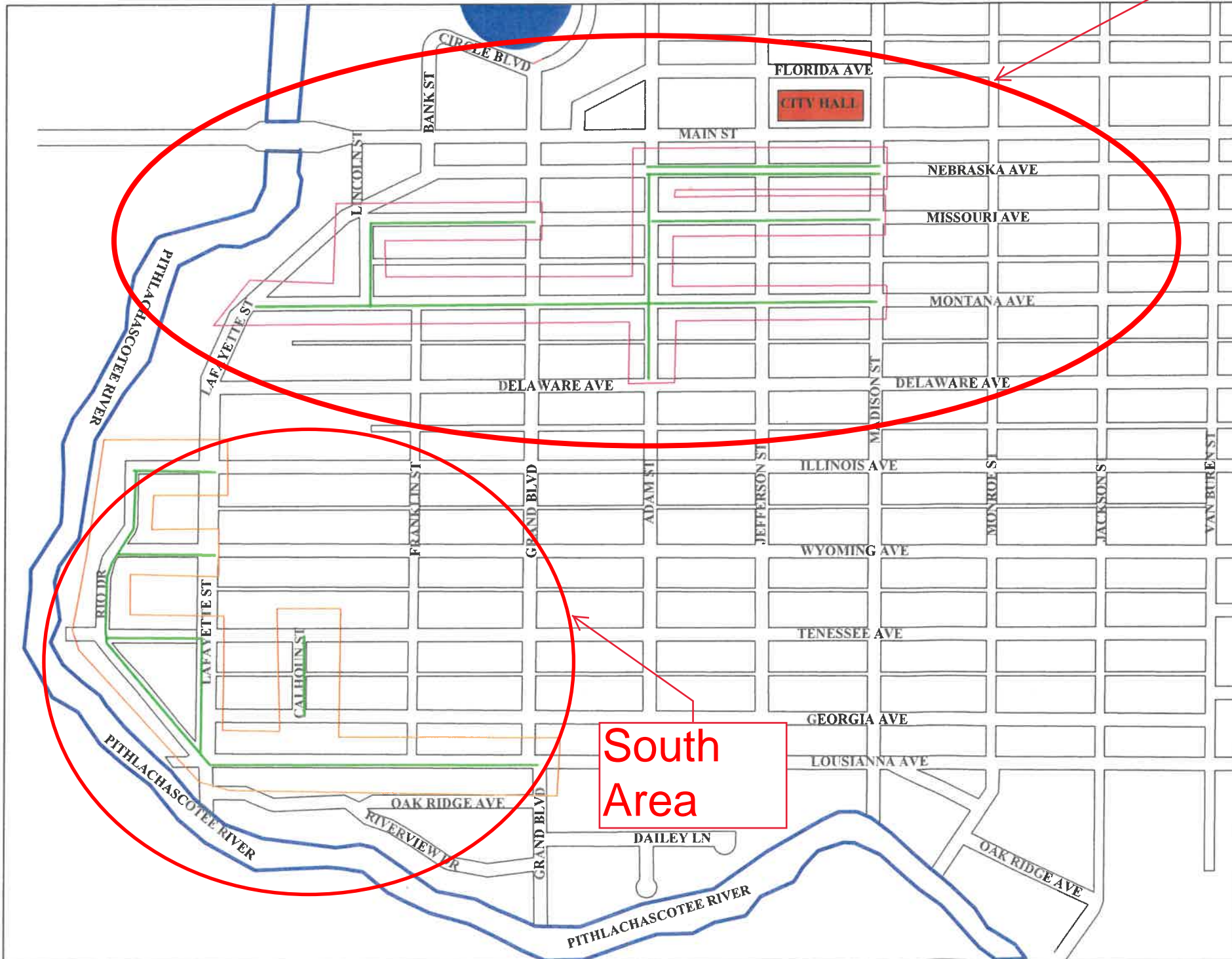
Task Description	Schedule from NTP
Project Initiation	3 months
Preliminary Design	6 months
Final Design & Grant Administration Assistance	12 months
Construction Phase Services	TBD
Project Management	12 months

# CITY OF NEW PORT RICHEY

## 2021 CDBG-CV APPLICATION

### SERVICE AREA MAP

North Area



SERVICE AREA #1



SERVICE AREA #2



PROPOSED NEW  
SIDEWALKS







August 24, 2023

Mr. Robert Johnson, PE  
ECT  
1408 North Westshore Boulevard, Suite 115  
Tampa, Florida 33607

RE: NPR CDBG Sidewalk  
NSI Proposal No. 230704

REVISION NO. 2

Dear Mr. Johnson:

Thank you for the opportunity to submit this fee proposal for surveying services at the above referenced project.

The scope of work included in this proposal is a topographic survey of the areas identified on Exhibit "A" attached hereto.

The exhibit separates the survey limits into the "North Area" and the "South Area" and clearly indicates which streets are to be surveyed, their lengths and which side of the street in each area.

The specific tasks required to complete this survey are to establish horizontal and vertical control points on each street, recover property corners, review deeds, plats and right of way maps to establish the right of way and property lines.

Once the control and right of way limits have been determined, we will perform a 50' grid topographic survey from centerline to right of way, locating and mapping all manmade and natural topographic features within the survey limits including trees 8" DBH and greater. We will survey and map drainage and sanitary sewer structures, however pipe sizes and invert elevations will not be obtained.

We will not establish a baseline and reference in the field as we believe they are obsolete.

The horizontal datum will be NAD 83/2011 adjustment and the vertical datum will be NAVD 88.

Our fee to perform the surveying services described above will be:

North Area	\$34,365.00
South Area	\$19,900.00

We will require 6 weeks from your notice to proceed date to complete the survey and submit an Autocad Civil 3D file along with a digitally signed PDF map.

All of the work will be performed under the direct supervision of a Professional Land Surveyor and will meet or exceed the Standards of Practice as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J17.050 to 5J17.052, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

**NORTHWEST SURVEYING, INC.**

A handwritten signature in cursive script that reads "Gerald Silva".

Gerald Silva, PSM  
President

# EXHIBIT "A"

## New Port Richey CDBG Sidewalk

### North Area

			Sidewalk on	Estimated Survey
Street Name	From	To	Side of Road	Length (ft)
Nebraska Ave	Madison St	Adams St	Both Sides	1700
Missouri Ave	Madison St	Adams St	South Only	860
Montana Ave	Madison St	Lafayette St	South Only	2400
Missouri Ave	Grand Blvd	Lincoln St	South Only	620
Adams St	Delaware Ave	Nebraska Ave	West Only	927
Lincoln St	Montana Ave	Missouri Ave	East Only	330
			<b>Subtotal</b>	<b>6837</b>

850'x2 |

### South Area

			Sidewalk on	Estimated
Street Name	From	To	Side of Road	Length
Louisiana Ave	Grand Blvd	Lafayette St	South Only	1224
Rio Dr	Lafayette St (S)	Illinois Ave	East Only	1400
Calhoun St	Georgia Ave	Tennessee Ave	East Only	328
Tennessee Ave	Lafayette St	Rio Dr	South Only	393
Wyoming Ave	Lafayette St	Rio Dr	South Only	362
Illinois Ave	Lafayette St	Rio Dr	South Only	277
			<b>Subtotal</b>	<b>3984</b>
			<b>Total N &amp; S</b>	<b>10821</b>